STAIRSTEP TEMPLATE “B”

INSIDE (WHEN FOLDED)

GREEN = SAFE ZONE
All non-bleed content must stay inside the safe zone. (0.375")

YELLOW = CUT LINE.

4.75”W

RED = BLEED.
All “off-the-edge” content must extend out to the bleed line.

MAKE YOUR PAGE SIZE 9 × 11.5"
Use the entire template image at this size <<

< PUT EVEN PAGE NUMBERS ON THE LEFT

VERY IMPORTANT: OBSERVE ALL STARSTEP SAFE ZONES AND BLEEDS AS INDICATED. STAIRSTEP BINDERY DOES NOT ALLOW DEVIATION FROM THESE TEMPLATES.

6.25”W

INSTRUCTIONS ⬇

Our templates already include bleed and crop marks.
Do not use your app’s bleed or cropmarks.

1. **Make your page size the size of the template. (It will be 1/2” larger in both directions than your final design size.)**
2. **Place the template on your page. Do not resize!**
3. **Place all print elements above the template.**
   - **Ensure all bleed elements (e.g. background) reach all the way to the red “bleed” line.**
   - **Ensure all non-bleed elements (text, borders[!], logos etc.) remain INSIDE the green “safe zone” line.**
4. **Delete/hide the template ... or if your design covers everything inside the red bleed line, you can leave the template to show crop marks.**
5. **Save your work as PDF. Send us the PDF.**

Done! :)

STAIRSTEP OVERLAP

STAIRSTEP SIDEBAR SAFE ZONE

STAIRSTEP SIDEBAR BACKGROUND (IF ANY)

PUT ODD PAGE NUMBERS ON THE RIGHT >